

**RECREATION SUPERINTENDENT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To supervise and coordinate all City recreation services, activities and operations within the Parks & Recreation Department including league sports, enrichment classes, special events, and teen, senior and day care services; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Parks & Recreation Director.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Parks & Recreation Director.

Exercises direct supervision over supervisory, professional, clerical and contract staff.

**ESSENTIAL FUNCTION STATEMENTS** – *Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Coordinate the organization, staffing and operational activities for recreation services and programs including league sports, enrichment classes, special events, and teen, senior and day care services.
2. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Direct, coordinate and review the work plan for assigned recreation services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Plan, manage and coordinate various special events including Twin Pines Art and Wine Festival and Party in the Park; coordinate entertainment, food and supplies needed for events.
6. Coordinate the use and oversee the maintenance of recreation facilities for various meetings, celebrations, classes and special events.
7. Assist in the coordination of grant applications and capital improvement projects related to recreation services.
8. Select, train, motivate and evaluate assigned recreation personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
9. Participate in the development and administration of the assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
10. Provide staff assistance to the Parks & Recreation Director; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
11. Coordinate recreation services and activities with those of other divisions and outside agencies and organizations.

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12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and leisure.
13. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a comprehensive recreation program.  
Methods and techniques of recreation program planning.  
Methods and techniques of evaluating recreational program needs and effectiveness.  
Methods and techniques of coordinating facilities maintenance.  
Principles of program budget preparation and control.  
Principles of supervision, training and performance evaluation.  
Modern office procedures, methods and equipment including computers and applicable software applications.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Supervise, direct and coordinate the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Interpret and explain City recreation program policies and procedures.  
Develop, implement and oversee all recreation programs for the City.  
Plan, coordinate and oversee special events.  
Coordinate and schedule facilities for meetings, celebrations and special events.  
Coordinate the maintenance of recreation facilities.  
Operate office equipment including computers and supporting word processing and spreadsheet applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.  
A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Four years of responsible recreation experience including one year of administrative and/or lead supervisory experience.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, leisure studies, business administration or a related field.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**

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Office and occasional field environment; may travel from site to site; exposure to computer screens; inclement weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting and carrying; may operate motorized vehicles to attend special events; near visual acuity for using a computer.